

DOCUMENT RESUME

ED 138 146

HE 008 799

AUTHOR Jackameit, William P.
TITLE Survey of Faculty Activities (Madison College).
INSTITUTION Madison Coll., Harrisonburg, Va.
PUB DATE Mar 77
NOTE 17p.

EDRS PRICE MF-\$0.83 HC-\$1.67 Plus Postage.
DESCRIPTORS *College Faculty; *Faculty Workload; Higher Education; *Instructional Staff; *Noninstructional Responsibility; Occupational Surveys; School Surveys; *State Colleges; Tables (Data)

IDENTIFIERS *Madison College VA; Virginia

ABSTRACT

The faculty at Madison College (Virginia) were surveyed to document the array of activities that command the energy and effort of the college's instructional faculty. Information about the kinds of activities in which faculty are engaged and indications of the relative effort devoted to each constitute important inputs for analysis of the way in which human resources are used in the conduct of college programs. Furthermore, it is desirable that public understanding of faculty work habits and professional responsibilities be increased. The material in the report is essentially descriptive and is presented in narrated tabular form. The data describe the situation during the fall term, 1976.
(Author/MSE)

* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *

ED138146

MADISON COLLEGE
Office of Institutional Research

SURVEY OF FACULTY ACTIVITIES

by

William P. Jackameit

March 1977

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY.



HE 008799

INTRODUCTION

The purpose of this survey was to document the array of activities which command the energy and effort of the College's instructional faculty. Information about the kinds of activities in which faculty are engaged, and indications of the relative effort devoted to each, constitute important inputs for analysis of the way in which human resources are utilized in the conduct of the various programs of the College. Furthermore, it is desirable that public understanding of faculty work habits and professional responsibilities be increased.

The material contained in this report is essentially descriptive in nature. The data describe the situation as it existed during the Fall Term, 1976-77. Completion of the survey was made possible through the cooperation of the individual faculty members who completed the Faculty Activity Record form.

Surveys of faculty activity at Madison College were conducted in the Fall of 1972, 1974, and again in 1975. The instrument used in the current survey was developed in light of the experience gained through the conduct of the three previous surveys. Representatives of the Commission on Faculty Affairs and the Faculty Senate were consulted during the design phase of the study.

It is the intention of the Office of Institutional Research to conduct future Faculty Activity Surveys. Any suggestions for improvement which might be incorporated into future surveys are welcome.

William P. Jackameit

Director of Institutional Research

LIST OF TABLES

Table		Page
1	Distribution of Effort by Department in Average Hours per Week	4
2	Percentage Distribution of Effort by Department.	5
3	Distribution of Effort by Rank in Average Hours Per Week	6
4	Percentage Distribution of Effort by Rank.	6
5	Distribution of Effort in Average Hours Per Week--Administrators, Part-Time Instructors, and Graduate Teaching Assistants	8
6	Percentage Distribution of Effort in Average Hours Per Week--Administrators, Part-Time Administrators, and Graduate Teaching Assistants	8

Procedure

The Madison College Faculty Activity Record form was completed by all full-time instructional faculty, including heads of departments; all part-time faculty who were involved in resident instruction; administrators who taught a course for credit; and all graduate teaching assistants. Excluded from the survey were classified employees, administrators, and graduate assistants who had no teaching responsibilities, and part-time faculty who were involved in off-campus instruction only.

Each faculty member was furnished with three copies of the Faculty Activity Record form. One of these was to be used as a trial copy, to be retained by the faculty member if he so desired. The other two copies were to be completed and forwarded by the faculty member to the respective department chairman for his signature. The department chairman then forwarded the original to the Office of Institutional Research, with the option of retaining the second copy in his departmental files. A copy of the form is appended to this report.

Although the signature of the department head served no other purpose than to certify that the form had been received by the signer, the requirement that the department head sign the form was intended as a means of increasing the reliability and validity of the data reported thereon.

Those persons (i.e., administrators) not belonging to academic departments as their primary assignment were not required to secure the signature of the head of the department for which they taught a course. These forms were returned directly to the Office of Institutional Research by the individual concerned.

The forms were distributed on October 15, 1976, and were to be returned no later than November 8, 1976. This allowed sufficient time for completion and review of the forms.

The Faculty Activity Record form was designed to collect information about the relative time and effort faculty devote to various activities. Time engaged in each of the enumerated activities was entered on the form in average hours per week to the nearest whole hour. The hours reported were subsequently converted to percentage effort for analytical purposes.

The collection of data in terms of hours rather than percentage of effort was considered to be a more reliable procedure for determining the actual distribution of activity. The instructions for completing the form included the following statement:

It is requested that you not inflate the hours reported on this form. Otherwise, the distribution of your time amongst the several activities will be distorted in the process of converting hours reported into percentage of effort. Most often, this will have the effect of understating the relative effort devoted to instruction.

The Office of Institutional Research reviewed the forms for illogical entries and mathematical correctness. There was no requirement for a minimum number of total hours per week to be reported; however, it was determined that any form which reported in excess of 99 hours of activity per week would be excluded from the study.

Analysis: Full-Time Instructional Faculty

A total of 375 full-time instructional faculty was identified as being eligible for inclusion in this study. Of these, 372 individuals completed and returned the Faculty Activity Record form. Three of the forms reported more than 99 hours of activity per week, and were excluded from the analysis.

The average amount of time devoted to professional activities which was reported ranged from 31 to 99 hours per week. The mean number of hours reported was 54.8. The standard deviation was calculated to be 10.3 hours per week. Thus, approximately 68 per cent of instructional faculty devoted an average of between 44.5 and 65.1 hours each week to professional activities.

The median for full-time instructional faculty was 54 hours per week. Therefore, half of the faculty reported more and half less than 54 hours per week of professional activity. The mode was 50 hours per week, 21 faculty having reported this number of hours.

Departmental means for the total average hours reported per week as having been devoted to professional activities ranged from 47.0 to 63.5 hours. The average number of contact hours in scheduled class meetings ranged from 7.0 to 18.1. The average number of hours of preparation time for class ranged from 8.7 to 28.8. Interestingly, the department (Music) which averaged the greatest number of contact hours in class meetings, also averaged the least number of hours of preparation for these meetings. This is consistent with the individualized applied music instruction which constitutes a major portion of the instructional activity of that department.

The average total weekly hours by department reported as having been devoted to instructional activities ranged from 23.2 to 45.4. The overall mean for instructional activities for full-time instructional faculty was 34.4 hours, of which 11.8 hours were spent in class meetings, 17.1 hours were devoted to preparation for class, and 5.5 hours were consumed by other instructional activities.

Time devoted to other than instructional activities averaged 20.4 hours per week overall. Of these, 7.6 hours were devoted to research and scholarly activities, 2.2 hours to public service, 4.6 hours to academic support, 3.3 hours to institutional support, and 2.7 hours to other miscellaneous activities. The greatest single departmental deviation from an overall mean was the 22.0 hours reported in the category of "other miscellaneous activities" by the Department of Physical Education and Health. In that "other miscellaneous activities" includes the coaching of intercollegiate sports, this finding is not considered to be unusual. The distribution of effort by department in average hours per week is shown in Table 1.

The percentage of effort devoted to instructional activities for all full-time instructional faculty was 62.8 per cent. Of this, 31.2 per cent was devoted to preparation for class, 21.6 per cent was spent in class meetings, and 10.0 per cent was consumed by other instructional activities. Research and scholarly activities account for 13.9 per cent of the activities reported, followed by academic support at 8.4 per cent, institutional support at 6.0 per cent, other miscellaneous activities at 4.9 per cent, and public service at 4.0 per cent. No department reported spending more time in any one of the non-instructional activities than it devoted to the combination of class meetings and preparation for class. The percentage distribution of effort across activities by department is shown in Table 2.

In terms of academic rank, instructors reported having worked the highest average number of hours per week at 57.9, followed by professors at 55.8, assistant professors at 54.7, associate professors at 53.2, and lecturers at 45.0. Assistant professors reported the most average hours, and had the highest corresponding percentages of effort, in the categories of class meetings and class preparation, as well as for total instructional activities. Professors and associate professors devoted a larger percentage of time to research and scholarly activities than was evidenced by the College as a whole. Male faculty reported a total of 54.4 hours per week; females reported an average of 56.5 weekly hours. The distribution of effort by rank in average hours per week is shown in Table 3; the percentage distribution of effort by rank is shown in Table 4.

Listed immediately to the right of the department names in Table 1 is the number of faculty included in that department. The numbered columns in Tables 1 through 4 are as follows:

- 1 - Contact hours in regularly scheduled class meetings. Includes both on-campus and off-campus courses taught for credit.
- 2 - Preparation for class. Includes travel time to courses taught off-campus.
- 3 - Other instructional activities. Includes the supervision of theses and independent studies, supervision of student teachers, academic program advising, and non-credit instruction.
- 4 - Total for instructional activities. The sum of Columns 1, 2, and 3.
- 5 - Research and scholarly activities. Includes research activities which are funded by a grant or for which released time is provided, and scholarly activities such as writing for publication, giving recitals, and the like.
- 6 - Public service activities. Includes consulting, speaking, and other community-related professional activities.
- 7 - Academic support. Includes departmental administration, planning new courses, and teaching in the campus school.
- 8 - Institutional support. Includes participation on college-wide commissions and committees, and extradepartmental administration.
- 9 - Other miscellaneous activities. Includes student service activities, advising student organizations, and involvement in inter-collegiate Athletics.
- 10 - Grand total. The sum of Columns 1, 2, 3, 5, 6, 7, 8, and 9.

TABLE 1
DISTRIBUTION OF EFFORT BY DEPARTMENT
IN AVERAGE HOURS PER WEEK

	No.	1 Class Meet	2 Class Prep	3 Other Instr	4 Total Instr	5 Resch Schol	6 Pub Serv	7 Acad Supt	8 Inst Supt	9 Other Misc	10 Grand Total
Art	18	15.6	13.2	4.7	(33.5)	14.5	2.3	3.3	3.9	.8	58.3
Biology	16	13.9	15.1	7.3	(36.3)	6.0	.9	6.9	2.1	.4	52.6
Chemistry	8	11.6	18.3	6.7	(36.6)	8.3	.5	4.4	1.8	.4	52.0
Communication Arts	19	9.1	10.2	3.9	(23.2)	6.6	6.1	7.1	9.3	2.7	55.0
English	26	11.0	24.5	3.1	(38.6)	8.6	.8	3.5	2.5	.3	54.3
Foreign Languages	11	12.5	18.7	5.2	(36.4)	7.5	1.3	6.3	2.6	.8	54.9
Geology	10	12.3	13.9	5.1	(31.3)	8.8	1.5	5.6	2.0	.7	49.9
History	17	11.1	18.4	6.3	(35.8)	9.8	.7	2.6	4.9	1.3	55.1
Mathematics	18	11.6	19.4	4.4	(35.4)	9.2	1.2	3.3	1.6	.6	51.3
Music	27	18.1	8.7	4.6	(31.4)	11.2	2.0	5.0	2.2	.5	52.3
Philosophy & Religion	4	10.8	28.8	5.8	(45.4)	2.8	2.5	8.0	4.0	.8	63.5
Physics	9	11.1	18.7	3.4	(33.2)	3.8	3.6	4.8	2.2	.3	52.9
Pol Sci & Geog	10	10.0	28.7	5.5	(45.0)	4.4	1.4	2.7	4.6	.8	58.9
Soc, Anth, & Soc Work	17	11.1	26.8	5.7	(43.6)	9.3	1.8	3.9	1.8	.1	60.5
Acct & Finance	12	12.0	15.0	6.6	(33.6)	3.5	3.4	3.3	2.5	.7	47.0
Business Educ	8	10.1	16.4	9.9	(36.4)	3.1	2.1	4.6	3.0	2.9	52.1
Distributive Educ	2	7.0	19.0	7.0	(33.0)	1.5	1.0	8.5	12.0	2.0	58.0
Economics	9	9.3	16.7	1.7	(27.7)	11.6	2.2	6.3	4.9	.2	52.9
Home Economics	9	12.2	22.2	8.3	(42.7)	.3	1.0	3.7	1.4	.7	49.8
Mgmt & Marketing	13	11.3	17.1	4.0	(32.4)	11.2	1.8	4.2	1.4	.8	51.8
Elementary Educ	16	9.7	19.3	9.3	(38.3)	8.2	3.3	5.2	3.0	.7	58.7
Lib Sci & Educ Media	6	9.8	18.0	4.2	(32.0)	8.1	2.0	8.5	5.2	.3	56.1
Physical Educ	33	11.8	12.0	4.4	(28.2)	3.8	1.9	3.5	3.7	22.0	63.1
Psychology	23	11.2	19.7	5.8	(36.7)	6.1	3.6	4.4	3.3	.3	54.4
Secondary Educ	11	11.8	16.9	5.3	(34.0)	6.4	2.2	3.6	2.8	.4	49.4
Special Educ	9	9.6	14.8	7.9	(32.3)	6.6	4.1	6.9	4.0	1.1	55.0
Speech Path & Aud	8	7.3	11.0	11.7	(30.0)	2.5	2.3	7.2	4.0	.4	46.4
College Mean		11.8	17.1	5.5	(34.4)	7.6	2.2	4.6	3.3	2.7	54.8

TABLE 2

PERCENTAGE DISTRIBUTION OF
EFFORT BY DEPARTMENT

	1	2	3	4	5	6	7	8	9	10
	Class Meet	Class Prep	Other Instr	Total Instr	Resch Schol	Pub Serv	Acad Supt	Inst Supt	Other Misc	Grand Total
Art	26.7	22.6	8.1	(57.4)	24.9	3.9	5.7	6.7	1.4	100.0
Biology	26.4	28.7	13.9	(69.0)	11.4	1.7	13.1	4.0	.8	100.0
Chemistry	22.3	35.2	12.9	(70.4)	16.0	1.0	8.4	3.4	.8	100.0
Communication Arts	16.5	18.5	7.1	(42.1)	12.1	11.1	12.9	16.9	4.9	100.0
English	20.3	45.1	5.7	(71.1)	15.8	1.5	6.4	4.6	.6	100.0
Foreign Languages	22.8	34.1	9.5	(66.4)	13.6	2.4	11.5	4.7	1.4	100.0
Geology	24.7	27.9	10.2	(62.8)	17.6	3.0	11.2	4.0	1.4	100.0
History	20.1	33.4	11.4	(64.9)	17.8	1.3	4.7	8.9	2.4	100.0
Mathematics	22.6	37.8	8.6	(69.0)	18.0	2.3	6.4	3.1	1.2	100.0
Music	34.6	16.6	8.8	(60.0)	21.4	3.8	9.6	4.2	1.0	100.0
Philosophy & Religion	17.0	45.4	9.1	(71.5)	4.4	3.9	12.6	6.3	1.3	100.0
Physics	21.0	35.3	6.4	(62.7)	16.6	6.8	9.1	4.2	.6	100.0
Pol Sci & Geography	18.3	43.7	9.3	(76.3)	7.5	2.4	4.6	7.8	1.4	100.0
Soc, Anth, & Soc Work	18.3	44.3	9.4	(72.0)	15.4	3.0	6.4	3.0	.2	100.0
Acct & Finance	25.5	31.9	14.1	(71.5)	7.5	7.2	7.0	5.3	1.5	100.0
Business Educ	19.4	31.5	19.0	(69.9)	6.0	4.0	8.8	5.7	5.6	100.0
Dist butive Educ	12.1	32.7	12.1	(56.9)	2.6	1.7	14.7	20.7	3.4	100.0
Economics	17.6	31.6	3.2	(52.4)	21.9	4.1	11.9	9.3	.4	100.0
Home Economics	24.5	44.6	16.7	(85.8)	.6	2.0	7.4	2.8	1.4	100.0
Mgmt & Marketing	21.3	33.0	7.7	(62.5)	21.6	3.5	8.1	2.7	1.6	100.0
Elementary Educ	16.5	32.9	15.8	(65.2)	14.0	5.6	8.9	5.1	1.2	100.0
Lib Sci & Educ Media	17.5	32.1	7.5	(57.1)	14.4	3.6	15.1	9.3	.5	100.0
Physical Educ	18.7	19.0	7.0	(44.7)	6.0	3.0	5.5	5.9	34.9	100.0
Psychology	20.6	36.2	10.7	(67.5)	11.2	6.6	8.1	6.1	.5	100.0
Secondary Educ	23.9	34.2	10.7	(68.8)	12.9	4.5	7.3	5.7	.8	100.0
Special Educ	17.4	26.9	14.4	(58.7)	12.0	7.5	12.5	7.3	2.0	100.0
Speech Path & Aud	15.7	23.8	25.3	(64.8)	5.3	4.9	15.6	9.0	.8	100.0
Total College	21.6	31.2	10.0	(62.8)	13.9	4.0	8.4	6.0	4.9	100.0

TABLE 3

DISTRIBUTION OF EFFORT BY RANK
IN AVERAGE HOURS PER WEEK

	No	1 Class Meet	2 Class Prep	3 Other Instr	4 Total Instr	5 Resch Schol	6 Pub Serv	7 Acad Supt	8 Inst Supt	9 Other Misc	10 Grand Total
Professor	68	10.2	15.0	5.4	(30.6)	8.5	2.4	8.8	4.3	1.2	55.3
Associate Professor	100	11.7	16.2	5.5	(33.4)	8.3	1.9	5.5	3.3	.8	53.2
Assistant Professor	145	12.8	20.3	5.2	(38.3)	7.1	1.8	3.0	2.3	2.2	54.7
Instructor	54	11.5	15.1	5.7	(32.3)	6.0	3.3	2.2	5.0	9.1	57.9
Lecturer	2	7.5	13.0	7.5	(28.0)	5.0	0.0	10.5	1.0	.5	45.0
College Mean		11.8	17.1	5.5	(34.4)	7.6	2.2	4.6	3.3	2.7	54.8

TABLE 4

PERCENTAGE DISTRIBUTION OF
EFFORT BY RANK

	1 Class Meet	2 Class Prep	3 Other Instr	4 Total Instr	5 Resch Schol	6 Pub Serv	7 Acad Supt	8 Inst Supt	9 Other Misc	10 Grand Total
Professor	18.3	26.9	9.7	(54.9)	15.2	4.3	15.8	7.7	2.1	100.0
Associate Professor	22.0	30.5	10.3	(62.8)	15.6	3.6	10.3	6.2	1.5	100.0
Assistant Professor	23.5	37.2	9.5	(70.2)	13.0	3.3	5.5	4.1	3.9	100.0
Instructor	19.9	26.1	9.8	(55.8)	10.4	5.7	3.8	8.6	15.7	100.0
Lecturer	16.7	28.9	16.7	(62.3)	11.1	0.0	23.3	2.2	1.1	100.0
Total College	21.6	31.2	10.0	(62.8)	13.9	4.0	8.4	6.0	4.9	100.0

Analysis: Other Instructional Faculty

This group includes 17 administrators who taught a course for credit, 45 part-time faculty who were involved in resident instruction, and 53 graduate teaching assistants, for a total of 115 individuals.

The administrators who taught a course for credit reported having devoted an average total of 49.1 hours each week to professional activities. The range of total hours reported by administrators was considerably narrower than for full-time instructional faculty, with a low of 42 hours and a high of 61 hours. The median number of hours reported by administrators was 49. The standard deviation for administrators was computed to be 6.2 hours per week, implying that approximately 68 per cent of this group devoted between 43.2 and 55.3 hours each week to professional activities.

On the average, administrators devoted 9.8 hours per week, equal to 20 per cent of their total reported weekly activity, to instruction. Additionally, 34 per cent of the time reported by administrators was in the category of institutional support, 22.8 per cent was in the academic support area, and 25.9 per cent was devoted to research and scholarly activities, public service, and other miscellaneous activities.

Part-time instructors reported an average of 22.0 weekly hours of professional activity, of which 16.4 hours, equal to 74.6 per cent of the total, was spent on instruction. Graduate teaching assistants reported an average of 22.7 hours worked each week. Of these, 17.4 hours, equal to 76.6 per cent of the total, were devoted to instructional activities. As compared to part-time instructors, who spent 25.5 per cent of their total time in class meetings, graduate teaching assistants spent 28.6 per cent of their total reported time in the classroom.

The distribution of effort in average hours per week for administrators, part-time instructors, and graduate teaching assistants is shown in Table 5. The equivalent percentage distribution of effort is shown in Table 6. Listed immediately to the right of each category in Table 5 is the number of persons included in that category. The numbered columns in Tables 5 and 6 are the same as those in Tables 1, 2, 3, and 4.

TABLE 5

DISTRIBUTION OF EFFORT IN AVERAGE HOURS PER WEEK--ADMINISTRATORS,
PART-TIME INSTRUCTORS, AND GRADUATE TEACHING ASSISTANTS

	No.	1 Class Meet	2 Class Prep	3 Other Instr	4 Total Instr	5 Resch Schol	6 Pub Serv	7 Acad Supt	8 Inst Supt	9 Other Misc	10 Grand Total
Administrators	17	2.9	5.1	1.8	(9.8)	1.1	1.8	11.2	16.7	8.5	49.1
Part-Time Instructors	45	5.6	9.2	1.6	(16.4)	3.7	1.2	.4	.2	.1	22.0
Graduate Teaching Asst.	53	6.5	10.4	.5	(17.4)	2.8	.5	.4	.6	1.0	22.7

TABLE 6

PERCENTAGE DISTRIBUTION OF EFFORT--ADMINISTRATORS,
PART-TIME INSTRUCTORS, AND GRADUATE TEACHING ASSISTANTS

	1 Class Meet	2 Class Prep	3 Other Instr	4 Total Instr	5 Resch Schol	6 Pub Serv	7 Acad Supt	8 Inst Supt	9 Other Misc	10 Grand Total
Administrators	5.9	10.4	3.7	(20.0)	2.2	3.7	22.8	34.0	17.3	100.0
Part-Time Instructors	25.5	41.8	7.3	(74.6)	16.8	5.5	1.8	.9	.4	100.0
Graduate Teaching Asst.	28.6	45.8	2.2	(76.6)	12.3	2.2	1.8	2.7	4.4	100.0

MADISON COLLEGE FACULTY ACTIVITY RECORD

PLEASE PRINT

Name _____ (1-16) Soc. Security No. _____ (17-25)
 Rank _____ (26) Department _____ (27-30)

In the spaces provided below, enter the average number of hours per week to the nearest whole hour in which you engage in the activities listed. Ignore all numbers shown in parenthesis.

I. Instruction

A. On-Campus for Credit

1. Contact hours in class meetings _____ (31-32)
2. Preparation for class _____ (33-34)

B. Off-Campus for Credit

1. Contact hours in class meetings _____ (35-36)
2. Preparation for class, including travel time. _____ (37-38)

C. Supervising Theses and Independent Studies; Supervising Student Teachers; Academic Program Advising _____ (39-40)

D. Non-Credit Instruction. _____ (41-42)

TOTAL WEEKLY HOURS INSTRUCTIONAL ACTIVITIES. _____ (43-44)

II. Research and Scholarly Activities

A. Research which is funded by a grant or for which you have released time. _____ (45-46)

B. Scholarly Activities, such as writing for publication, giving recitals, and the like _____ (47-48)

III. Public Service Activities, such as consulting, speaking, and other community-related professional activities _____ (49-50)

IV. Academic Support, including departmental administration, planning new courses, and teaching in the campus school _____ (51-52)

V. Student Service Activities, such as advising student organizations _____ (53-54)

VI. Intercollegiate Athletics _____ (55-56)

VII. Institutional Support, including participation on college-wide committees, extradepartmental administration, and other professional activities not listed elsewhere. _____ (57-58)

VIII. GRAND TOTAL HOURS LISTED IN SECTIONS I THROUGH VII. _____ (59-60)

Signatures

17

Faculty Member _____ Department Head _____